

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: New River Valley  
 Period: 2-Nov

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
(15)True-up FY2002	Montgomery			35.25	Assisted in getting documentation
(1)Preliminary CPE information	Region			3	All except Montgomery(Neal out)
(4)Review Funding Request info	Region			0.75	
(5)Requested current service agreements	Region			1	Letter sent
(7)Prepare for Regional Mtg.	Region			3	Mtg. Held 11/15/02
(7)Prpeare PSAP Information Books	Region			20.25	Contain procedures/information forPSAP
(10)Obtained current Phase I service information	Region			52.5	Info from PSAP/LEC/WSP
(8)Obtain current maps/Tower Locations	Region			19	Not all maps are up todate
(11)Regional Meeting	Region			7	Blacksburg not present
(11)Newsletter for Region	Region			3	1st Issue New River Valley
(11)Researched current info for each PSAP	Region			17.25	Met all PSAP Coordinators
(12)Monthly Report	Region			5.5	
			0	167.5	
<b>Completed Tasks</b>					
(1)Task 1	Region	100			
(6)Task 6	Region	100			
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
WSP and PSAP not following any established SOP	Get PSAP current with Procedure	WSP basically calling shots
Addressing for Pulaski only 87%	Contact vendors for Addressing Proposals	
ON-site CPE assessments	Assessments scheduled for 12/3 and 12/4	